

Senior AP/AR Accountant with French

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Company: ArcelorMittal

Location: Dabrowa Gornicza

Category: business-and-financial-operations

ArcelorMittal Business Center of Excellence is looking for a
Candidate for a position of

Senior AP/AR

Accountant with French

As an accountant you will be responsible for small and medium French Entreprises.

You will be in charge of invoice processing, executing month-end closing activities and preparing vendor payments.

As AR accountant you will also ensure customer billing is processed efficiently, accurately and on a timely basis.

AP

- process supplier invoices
- preparation of payments
- preparation and posting of journal entries
- suspense accounts clearing
- perform month-end closing activities
- generate of closing reports
- resolving supplier queries

AR

- issuing and posting customer invoices
- incoming cash posting and allocation to customer invoices
- Ageing Report preparation
- Customer/ Supplier Master Data Maintenance

Requirements:

- At least Master Degree (accounting/ finance background);
- Experience in the Account Payable Department
- Good knowledge of MS Excel,
- Fluent command of French language (C level) and English (minimum B2)
- SAP knowledge,
- High communicativeness,
- Analytical thinking skills,
- Ability to work under pressure and work in a team,
- High personal culture in dealing with the client

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